

## **SUBMISSION REQUIREMENTS**

**All** proposals must be submitted electronically. Proposals submitted by mail or email will not be accepted. Please refer to the links below for the Vendor Registration website as well as tutorials. Please contact the MASH Help Desk (601-359-1343) if you require any assistance.

### **Registration Website**

[https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=100#](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#)

### **Tutorial For Registration Process**

[http://uperform.magic.ms.gov/ucontent/7506bb9015c348dd8c10223a706188d0\\_en-US/course/html/course.htm](http://uperform.magic.ms.gov/ucontent/7506bb9015c348dd8c10223a706188d0_en-US/course/html/course.htm)

### **Tutorial for Bid Submission**

[http://www.mmrs.state.ms.us/vendors/Supplier\\_Training.shtml](http://www.mmrs.state.ms.us/vendors/Supplier_Training.shtml)

Click on Supplier Self Service eLearning

Then Click Launch Course

In the top right corner, click MENU

Find Lesson 2: RFx

And follow the instructions.

1.5.2 Upload the following documents:

**Bid Proposal Form.** Complete the proposal form and upload the document. The attachment should be named *Proposal Form*.